

## Creating an Email Message in Outlook Web Access

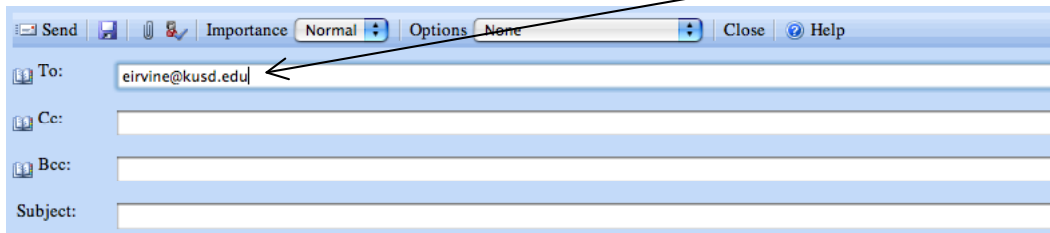
Outlook Web Access (OWA) is the email application that KUSD provides for District employees. To create an email message, you need to address it, enter a subject, and compose the message. You can also check spelling.

- 1 Start Safari, go to OWA, and log in.
- 2 In the tool bar at the top, click New Message.

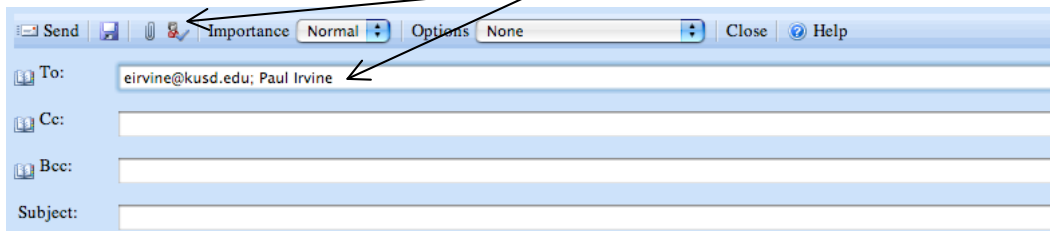


- 3 There are various ways to address a message.

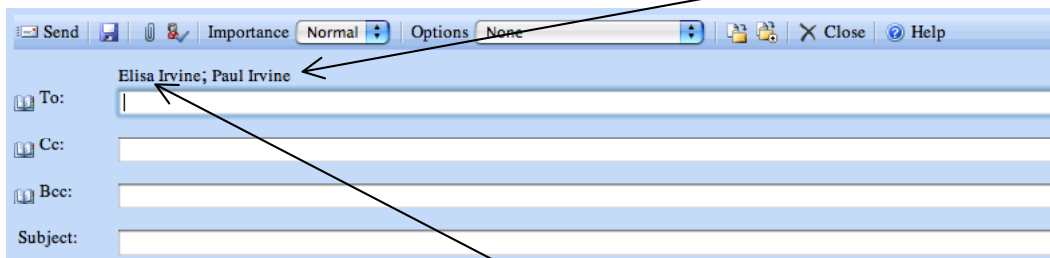
🍏 If you know the person's email address, you can just type in the To, Cc, or Bcc box.




🍏 If you know how the contact's name or a distribution list's name is entered in your Contacts or the District's global addresses, you can enter it in the To, Cc, or Bcc box and click Check Names. Separate multiple entries with a semicolon.

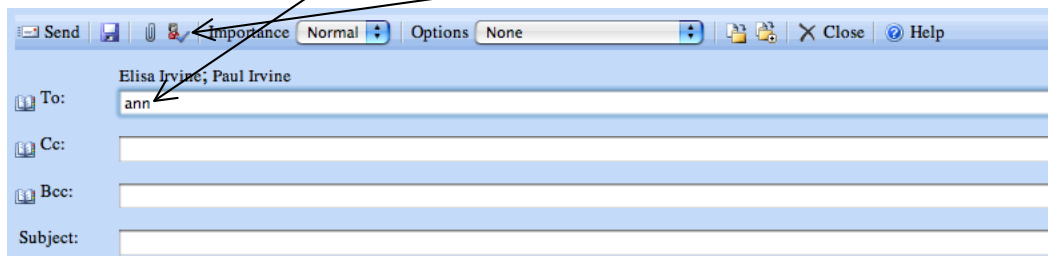


After you click the Check Names button, the name appears in the space above the box.

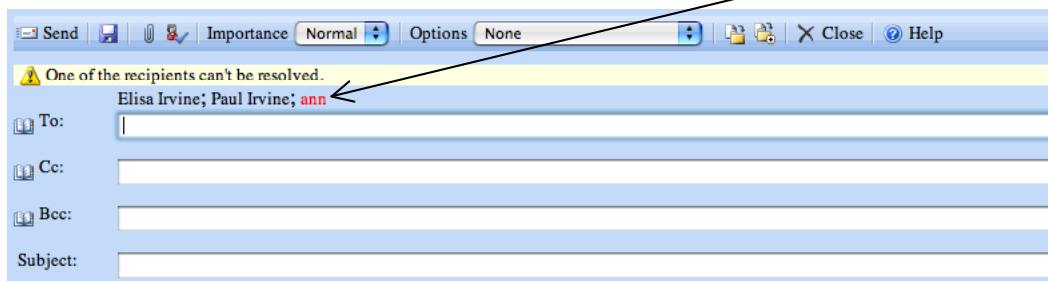


Note that OWA also found the name for the email address and put it in the space above the box.

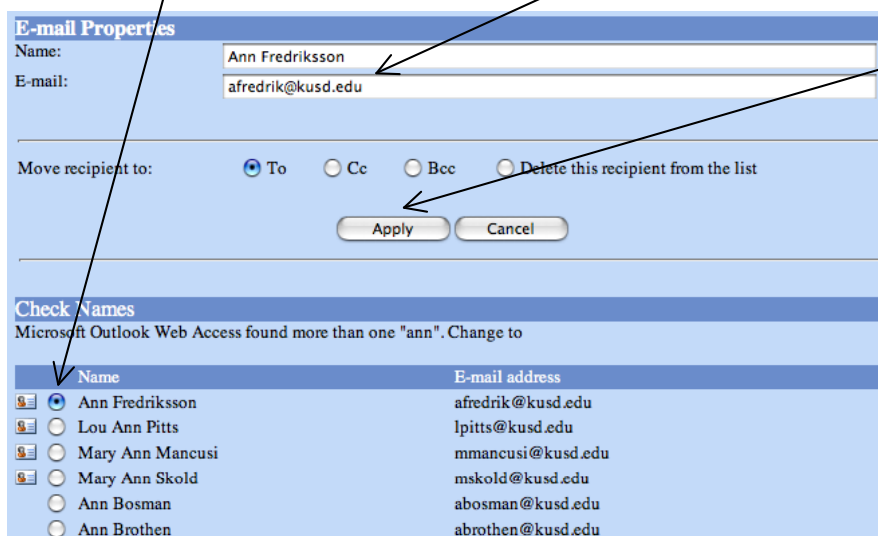
- 🍏 You can also enter part of a contact's or distribution list's name, click Check Names , and select from a list.



Since OWA doesn't know which Ann to choose from, the name appears in red above the box. Click it to get a list of options.

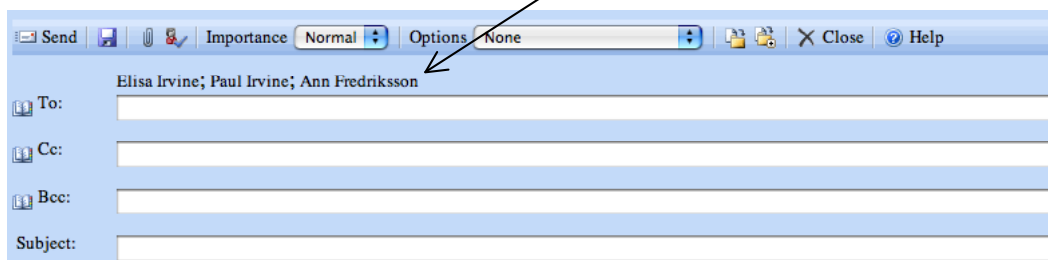


Select the name you want to use (the name and email address are entered at the top) and click Apply.



Name	E-mail address
<input checked="" type="radio"/> Ann Fredriksson	afredrik@kUSD.edu
<input type="radio"/> Lou Ann Pitts	lpitts@kUSD.edu
<input type="radio"/> Mary Ann Mancusi	mmancusi@kUSD.edu
<input type="radio"/> Mary Ann Skold	mskold@kUSD.edu
<input type="radio"/> Ann Bosman	abosman@kUSD.edu
<input type="radio"/> Ann Brothen	abrothen@kUSD.edu

The contact appears in the space above the box.



If the name you need does not appear in the list or you decide not to use it, click Delete this recipient from the list and click Apply.

Name	E-mail address
<input type="radio"/> Ann Fredriksson	afredrik@kUSD.edu
<input type="radio"/> Lou Ann Pitts	lpitts@kUSD.edu
<input type="radio"/> Mary Ann Mancusi	mmancusi@kUSD.edu
<input type="radio"/> Mary Ann Skold	mskold@kUSD.edu
<input type="radio"/> Ann Bosman	abosman@kUSD.edu

🍏 You can search for a contact or distribution list. Click the Address Book button next to To, Cc or Bcc.

Enter the contact's name (last name, first name, or both) and click Find.

Name	Phone	Office	Title	Company	Alias
Please enter the search information in one or more fields.					

Check the contact's name and click one of the "Add recipient to" buttons (To, Cc, or Bcc).

Name	Phone	Office	Title	Company	Alias
Mary Salani					msalani

The contact is added to the To, Cc or Bcc box.

To: Elisa Irvine; Paul Irvine; Ann Fredriksson  
msalani@kUSD.edu

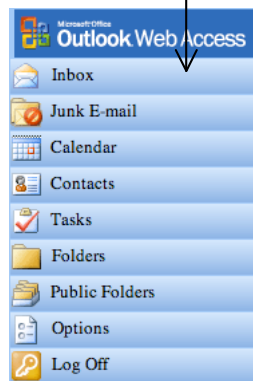
Cc:

Bcc:

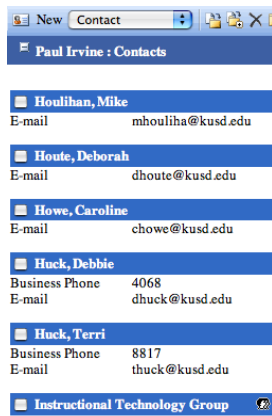
Subject:

- You can also start an email message from your contacts, however this only works for one person or distribution list in your contacts.

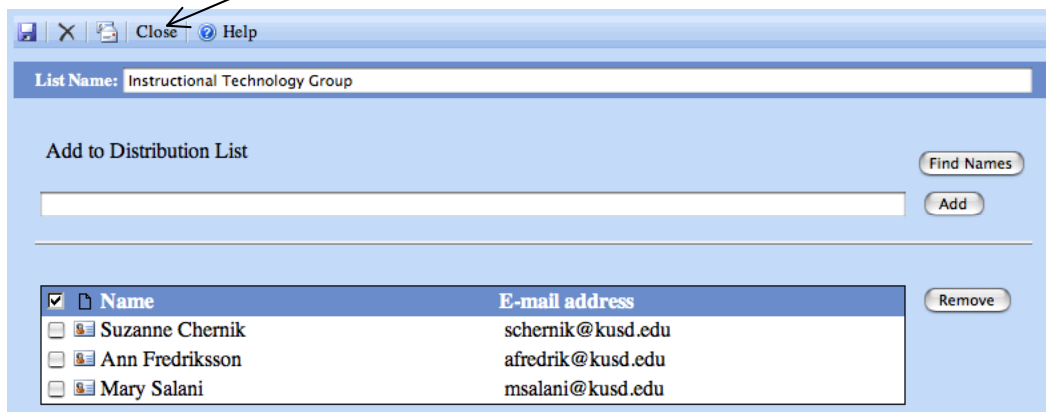
Click Contacts in the navigation bar on the left side of the OWA window.



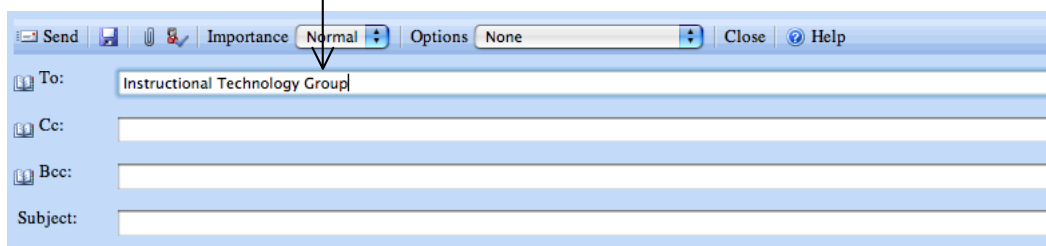
Find the contact or distribution list you want to send a message to and click its name.



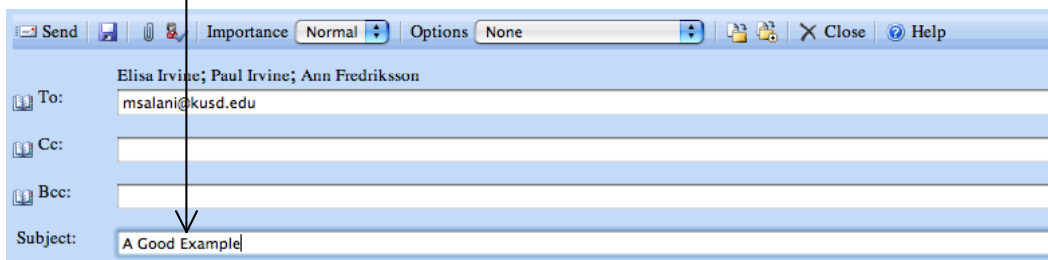
Click the Send Mail to (contact or list) button at the top.



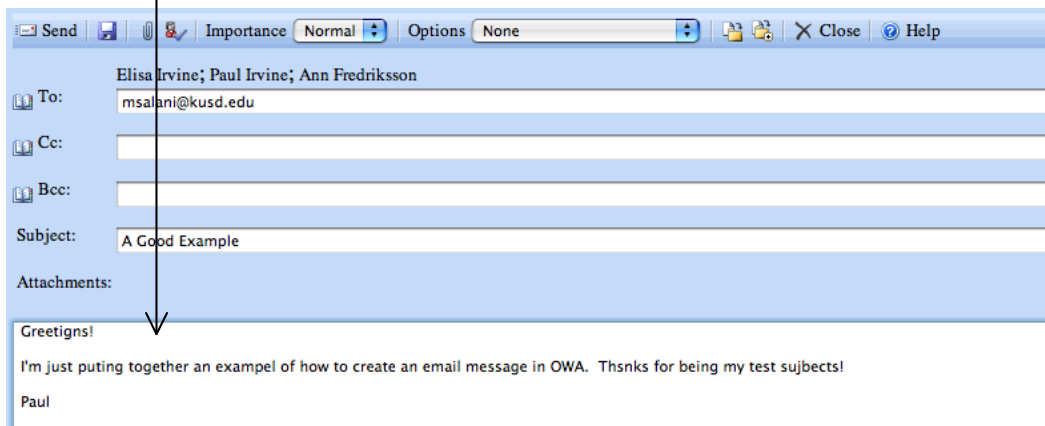
The message is addressed to the contact or group.



#### 4 Enter a subject for the message.

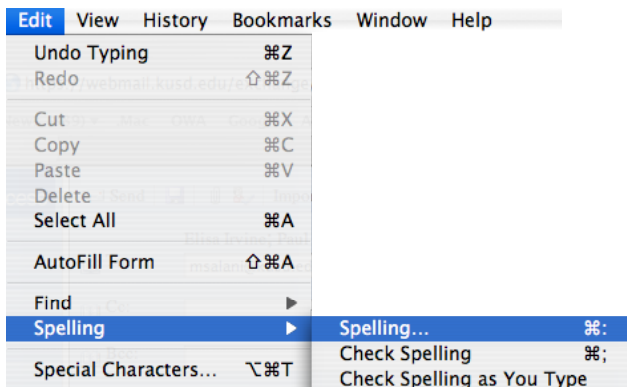


## 5 Compose the message.



## 6 Check the spelling. Although OWA for Mac doesn't have a spell checker, Safari does.

With the cursor in the message area, go to Edit > Spelling > Spelling ...



Use the Spelling dialog box as illustrated below to check the spelling of the message

